



40 Pleasant Blvd., Suite 100
 Toronto, Ontario M4T 1K1
 TEL: (416) 96-BIRTH
 TOLL-FREE: (877) 663-6606
 FAX: (416) 962-2968

Price List

NS

Date _____

Please complete the form below to receive your certificates and information.

Applicant's Name - Last Name	First Name	Middle Name
Street Number	Street Name	Apt. No.
City, Town or Village	Province	Postal Code
Phone Number	E-Mail Address	

Government Fees - Birth Certificates, Short Form

- Birth Certificate, Short Form \$ 25.00 \$ _____
- Delivery Fee \$ 20.00 \$ _____

Government Fees - Birth Certificates, Long Form

- Birth Certificate, Long Form \$ 30.00 \$ _____
- Delivery Fee \$ 20.00 \$ _____

Government Fees - Birth Certificates, Certified Copy

- Birth Certificate, Certified Copy \$ 30.00 \$ _____
- Delivery Fee \$ 20.00 \$ _____

Certificates Express Ltd. Fees - Regular Service

- Regular Service \$ 39.95 \$ _____
- Processing \$ 20.00 \$ _____
- Delivery \$ 30.00 \$ _____
- G.S.T. (Regular Service) \$ 6.30 \$ _____

Certificates Express Ltd. Fees - Rush Service

- Rush Service \$ 99.95 \$ _____
- Processing \$ 20.00 \$ _____
- Delivery \$ 30.00 \$ _____
- G.S.T. (Rush Service) \$ 10.50 \$ _____

Total Payment \$

How Are You Paying?

- Visa Mastercard Debit Other (please specify): _____

Name of Cardholder

Signature of Cardholder

Card Number

Expiry Date (Month/Year)



Birth Certificate Application

Mailing Address Information Please Print Your Name, Address, and Identifying Information		Shaded Area for Office Use Only - Our File #	
Surname Given Names			
Mailing Address			
City	Province/State	Country	Postal Code
Civic Address (If Different than Above)			
City	Province/State	Country	Postal Code
Home Number	Work Number if available	Fax Number if available	E-mail Address if available

BIRTH DETAILS - USE MAIDEN NAME IF MARRIED - INCLUDE FRENCH SYMBOLS IF APPLICABLE

Surname					
First Name			Middle name(s)		<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth	Month	Day	Year	Place of Birth (City, Town, or Village)	Province Nova Scotia

FATHER'S DETAILS - IF STATED ON BIRTH RECORD

Surname		
First Name		Middle Name(s)
Birth Place - City, Town, or Village		Province/State Country

MOTHER'S DETAILS - USE MOTHER'S MAIDEN SURNAME (SURNAME BEFORE MARRIAGE)

Surname		
First Name		Middle Name(s)
Birth Place - City, Town, or Village		Province/State Country

SERVICES REQUESTED - PLEASE INDICATE IF MORE THAN ONE COPY IS REQUIRED

<input type="checkbox"/> Short Form: \$25.00 Per Certificate		<input type="checkbox"/> Certified Copy: \$30.00 Per Document	
<input type="checkbox"/> Long Form: \$30.00 Per Certificate		<input type="checkbox"/> Courier Service: \$20.00	
Payment Type <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order	Submitted by <input type="checkbox"/> Mail <input type="checkbox"/> In Person	Credit Card <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Submitted by <input type="checkbox"/> Mail <input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax _____
<input type="checkbox"/> Credit Card - Complete Credit Card Section on Right <input type="checkbox"/> Interac/Cash Payment May Only Be Made in Person at the Counter		Credit Card Number _____ Name as Shown on Credit Card _____ Expiry Date _____	
Your Signature: _____		Cardholder Signature: _____	

YOUR RELATIONSHIP TO BIRTH EVENT

<input type="checkbox"/> Self	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Other - Please Indicate Relationship
Reason Certificate Required:			
Note: If the above Particulars Are Not Completed in Full, or If the Correct Payment per Service Requested Is Not Enclosed, Your Request Cannot Be Processed.			

Date: _____

To Whom It May Concern:

I, the undersigned, hereby authorize _____ of
CERTIFICATES EXPRESS LTD. to apply for and receive a copy of my
_____ certificate.

Signed,

Sign: _____

Print: _____

Terms and Conditions

1. **CONFIDENTIALITY AGREEMENT**
Certificates Express Ltd. herein referred to as "CEL" certifies that all information the applicant provides, both written and/or verbal, will be held in the strictest of confidence. All information supplied will only be used for obtaining certificate applied for on applicant's behalf and for no other purpose.
2. Applicant assumes all responsibility and liability that the information on government forms is true and complete. "CEL" assumes no responsibility for any errors, omissions or incomplete or illegible information on application forms.
3. Where required, all forms must have an authorized guarantor in order to process.
4. Applicant must qualify based on government standards in order to receive and/or be eligible to receive certificates.
5. The authorization letter provided must be accompanied in order for "CEL" and/or one of its authorized representatives to obtain certificates on your behalf.
6. "CEL" assumes no responsibility and/or liability for government processing and/or producing of certificates.
7. Applicant agrees to be bound by the following terms and conditions with regard to PAYMENT:
 - a. Payments by Visa, Mastercard, debit card, other.
 - b. All payments and transactions are final.
 - c. The aforementioned term and condition is in full force and effect until "CEL" has received written notification from the applicant of a cancellation in such a manner as to afford "CEL" reasonable opportunity to act on said request.
 - d. "CEL" agrees to charge applicant only for services, government fees, G.S.T. and delivery charges, if applicable. There are no G.S.T. charges on government fees.
 - e. "CEL" service fee is over and above any applicable government fees.
 - f. Payments can be made in the form of a certified cheque, money order or bank draft. However, processing period will only commence upon receipt.
 - g. The applicant agrees that "CEL" is not responsible for credit/debit authorization or approval.
 - h. The applicant authorizes "CEL", in accordance with the following terms and conditions, to initiate credit/debit entries on behalf of the applicant.
8. "CEL" provides Urgent/Rush/Accelerated Service only when the following terms and conditions are met:
 - a. The service is offered by the jurisdiction in charge of the certificate being requested.
 - b. Where required, a valid guarantor must be available for confirmation — this is a government requirement.
 - c. All government terms and conditions must be met.
 - d. The authorization letter provided must be completed and signed and must accompany application in order that the "CEL" authorized representative can process and obtain certificate documents.
 - e. Government holidays and closures for any reason(s) voids Urgent Service
 - f. In some cases, proof of urgency must be provided. Please contact us for more information.
9. "CEL" provides Regular Service when the following terms and conditions are met:
 - a. Regular Service is based on standard government processing. Time frame for receipt of the requested documentation varies by jurisdiction.
 - b. Any time frame quoted regarding the receipt of requested documents is an estimation, not a guarantee.
 - c. In some cases, the applicant will be notified by "CEL" upon receipt of certificate from the government. In other cases, the issuing government will forward the completed document directly to the applicant. This varies by jurisdiction.
 - d. All other terms and conditions apply.

Sign Here: _____